

**COOKEVILLE CITY COUNCIL
REGULAR MEETING
OCTOBER 2, 2003
6:00 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, October 2, 2003, at 6:00 p.m., in the Municipal Building, 45 East Broad Street. Invocation was given by Mayor Womack. Pledge of Allegiance was led by Mayor Womack. Mayor Womack then called the meeting to order and asked the Clerk to call the roll. Present and answering roll call were:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

Also present: Jim Shipley, City Manager; Cathy McClain, City Clerk; and Mike O'Mara, City Attorney.

**CONSIDER APPROVAL OF
AGENDA AS PRESENTED**

Councilman Sallee made a motion, seconded by Mayor Womack, to amend the agenda by adding item #10 – consider Resolution #R03-10-22, authorizing an additional appropriation to the Tennessee Rehabilitation Center. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

OLD BUSINESS:

**CONSIDER APPROVAL OF MINUTES
OF COUNCIL MEETING HELD ON
SEPTEMBER 18, 2003**

Councilman Sallee made a motion to dispense with the reading of the minutes and approve said minutes as submitted. The motion was seconded by Vice-Mayor Qualls. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

NEW BUSINESS:

**CONSIDER RESOLUTION #R03-10-19,
AUTHORIZING THE SUBMITTAL OF
A SAFETY GRANT THROUGH TML
TO PURCHASE SAFETY EQUIPMENT**

**COOKEVILLE CITY COUNCIL
MINUTES
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Councilman Davis made a motion, seconded by Councilman Sallee, to adopt Resolution #R03-10-19. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**CONSIDER RESOLUTIONS #R03-10-20
& #R03-10-21, AUTHORIZING THE
INCURRENCE OF INDEBTEDNESS
BY THE CITY OF COOKEVILLE, TN
OF NOT TO EXCEED \$1,100,000/
EXECUTION OF LOAN
AGREEMENTS FOR CERTAIN
PROJECTS AND CAPITAL
EXPENDITURES**

Councilman Sallee made a motion, seconded by Councilman Shelton, to adopt Resolutions #R03-10-20 & #R03-10-21. Upon call for a vote, the following voted aye:


Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**CONSIDER AUTHORIZING THE
CITY MANAGER TO EXECUTE
A PROFESSIONAL SERVICES
CONTRACT WITH AEI FOR
DESIGN SERVICES FOR THE
LEISURE SERVICES
RECREATION CENTER**

Memorandum

To: Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilwoman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton
City Manager Jim Shipley

From: Rick Woods, Director 

Date: 09/26/03

Re: Recreation Building Design

On Thursday, October 2, I will be requesting your approval of a new professional services contract with AEI for complete design of our indoor recreation facility at Cane Creek Park.

Our previous agreement with AEI for work on this facility was for limited design services based on the thought that we could handle reconstruction of our old building with city forces, using both Public Works and Leisure Services personnel, and that we might not need a full set of plans. However, after further discussions with Mr. Shipley, Greg Brown, and Jeff Littrell, it became apparent that we would need to contract the work of pouring the footers and slab, erecting the steel, and laying the block. Public Works will still be able to do site preparation and Leisure Services personnel will do the finish work. State law requires us to have complete, stamped plans for a project of this size.

AEI estimates the full design fee with complete plans would be \$30,000. AEI will apply a credit of \$4,550 for work that has already been completed and paid, leaving a balance of \$25,450. This will still utilize the steel from the Multi-Rec Center we had on Jefferson and will include design of additional space for a gymnasium.

Thank you for your support. Please call me with any questions you may have.

**COOKEVILLE CITY COUNCIL
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Councilman Sallee made a motion, seconded by Councilman Shelton, to authorize the City Manager to execute a contract with AEI for design services for the Leisure Services Recreation Center. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**SET A DATE FOR A PUBLIC
HEARING ON ORDINANCE
#003-10-19, AMENDING TITLE
7 OF THE COOKEVILLE
MUNICIPAL CODE,
PERTAINING TO FIRE
PROTECTION/FIREWORKS**

Mayor Womack set the date for November 6, 2003, at 6:00 p.m.

**SET A DATE FOR A PUBLIC
HEARING ON ORDINANCE
#003-10-20, AMENDING
SECTIONS 204-206, 208, 218,
219, 221-224, 227, 228, 233-235
OF THE COOKEVILLE
ZONING CODE**

Mayor Womack set the date for November 6, 2003, at 6:00 p.m.

**SET A DATE FOR A PUBLIC
HEARING ON ORDINANCE
#003-10-21, REZONING OF
PROPERTIES LOCATED
OFF SOUTH WASHINGTON,
SOUTH JEFFERSON, SOUTH
MADISON AVENUES, AND
REAGAN STREET (TAX MAP
#’S 53F-G-1.00-6.00 & 53K-A-
6.00-10.00, 12.00-15.00, 19.00,
20.00 & 20.01) FROM CL
(LOCAL COMMERCIAL) TO
CBD (CENTRAL BUSINESS
DISTRICT)**

Mayor Womack set the date for November 6, 2003, at 6:00 p.m.

COOKEVILLE CITY COUNCIL
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CONSIDER AWARDING BIDS FOR
ANNUAL GARBAGE & CARDBOARD
CONTAINERS – PUBLIC WORKS
DEPARTMENT

CITY OF COOKEVILLE, TENNESSEE
BID TABULATION RECORD

GARBAGE AND CARDBOARD CONTAINERS


DEPARTMENT: Public Works
BID DATE: September 25, 2003
BID TIME: 10:00 A.M.


BIDS OPENED BY: Greg Brown
OPENING WITNESSED BY: Tom Dyer


BIDDERS	FRONT LOADING					REAR LOADING		
	4 YARD	6 YARD	8 YARD	6 YARD	8 YARD	4 YARD	4 YARD	6 YARD
		W/DOORS	W/DOORS	CARDBOARD	CARDBOARD	W/OUT WHEELS	W/ WHEELS	
LEWIS STEEL WORKS	\$367.00	\$440.00	\$495.00	\$465.00	\$520.00	\$450.00	NO BID	\$605.00
WASTEQUIP HOLT	\$347.00	\$465.00	\$519.00	\$490.00	\$544.00	\$439.00	\$499.00	\$560.00
STRINGFELLOW, INC.	\$505.00	\$702.00	\$774.00	\$665.00	\$738.00	\$551.00	NO BID	\$670.00

** LEWIS STEEL IS THE ONLY PROVIDER OF NOTCHBACK CONTAINERS, WHICH IS MOST USED BY THE CITY.
OTHER BID QUOTES ARE FOR FLAT-TOP CONTAINERS.

WE THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM LEWIS STEEL (FRONT LOAD) - WASTEQUIP (REAR LOAD) BE
AWARDED FOR THE FOLLOWING REASON: LOW BIDDER


RECOMMENDED: DEPT. DIRECTOR


BUDGET AVAILABILITY: FINANCE DIRECTOR


APPROVAL: CITY MANAGER

Councilman Shelton made a motion, seconded by Councilman Sallee, to award the annual garbage/cardboard container bid as recommended. Upon call for a vote, the following voted aye:


Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

CONSIDER AWARDING BID FOR
SOFTWARE – POLICE DEPT.

COOKEVILLE CITY COUNCIL
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Memorandum

To: Jim Shipley, City Manager
From: Robert Terry 
Date: 9/12/2003
Re: computer software

CHIEF

As you know, our current records system is a series of Microsoft Access databases developed by Don Box. These databases replaced other pieces of software that, for several reasons, either failed, became obsolete after "y2k" or were never functional in the first place. These databases also served to test implementation of incident reporting on laptop computers.

Most of that custom programming is undocumented. Several persons have evaluated the databases; some less serious problems have actually been corrected. But for the most part, the system moves a little closer to total failure every day.

I know firsthand that Mr. Box only intended to "bridge" a time period until a complete law enforcement software system could be purchased. And he did a wonderful job. But he did not intend to develop a final solution.

We have software problems every day now. Portions of the evidence module are not working. This results in difficulty locating items stored in the vault and could prevent proper documentation of the chain-of-custody. Parts of the incident report module are non-functioning. On a regular basis, officers are submitting reports that "disappear" somewhere in the system. Many supervisors have difficulty approving reports because of software failures.

Because many query and reporting functions have failed, re-accreditation compliance has been adversely affected. If this continues, it will be progressively more difficult (and costly) to "catch up".

Our delivery of 'customer services' suffers; our ability to locate and provide copies of reports, to provide statistical information and to properly comply with public records requests diminishes every day.

An agreement between our Traffic Section and the State of Tennessee, which provided more than twenty mobile computers at no cost to us (+/- \$20,000), could be in jeopardy if the incident report module fails and the Department of Safety moves their 'beta test' site to another agency. In addition, TIBRS compliance is a pre-requisite for all law enforcement grants.

I think we are rapidly reverting to a 'post-it notes' records management system. In terms of productivity and "man-hours", we are wasting resources every day to fix those things that can be fixed or developing some plan to address those things that cannot be repaired. The cost to correct problems that are occurring daily will become even greater as time passes.

By proceeding with our information management plan, we can continue to decrease the demand for clerical resources. An immediate benefit would be the automation of TIBRS monthly reporting. That one issue allows the elimination of several hours of part-time employee work every week. If we do not move ahead with such programs as 'in-car' computers (and the software to utilize them), our demand for full-time clerical resources will begin to increase instead of decrease.

Finally, I have several concerns about the security of our information system in general, including juvenile records (a tremendous liability issue). Most security issues cannot be verified because the databases have no logging function at all. A recent virus problem was the direct result of using a wireless network system without proper security features.

With such limited resources in so many other areas, this issue has required far too much attention to have not already been resolved. I believe this to be an actual emergency. Although not life-threatening, it could easily become that when it so interferes with or impairs our operations that we become uninformed and then slow to respond.

Because precise purchase specifications cannot be developed (a similar situation to your utility billing software), we have evaluated the four most comparable software systems that are 'certified' by T.B.I. All are currently in use by several law enforcement agencies in Tennessee. We scheduled one-half day sessions for each vendor to 'demo' their products at the Police Department.

In the final analysis, two of those systems are probably adequate but are very cost-prohibitive. Another does not meet the needs of our Department (for a long list of reasons). The remaining option is Southern Software police records management software. I have already sent a group of employees, each with expertise in a specific area of information management, to one agency that currently utilizes the Southern Software product. Everyone believes that Southern Software is the best choice for our Department.

The following is a summary of the cost involved. I have also included a copy of the actual proposal.

Police-Pak records management software
Computer-aided Dispatch software (including all mapping and address validation)
Total software: \$132,215.00 (this includes licenses for all mobile and office computers)

Installation and training
Total installation and training: \$10,950.00

First-year support (24 hrs / 7 days)
Total support: \$16,100.00

Data conversion and secure wireless network hardware and software
Total : \$19,198.00

Total Investment: \$178,463.00

Should it be more fiscally prudent, there is an option to do capital financing for two to five years at a rate less than five percent.

I feel strongly that we need to resolve this very important issue as soon as possible, even if the funds have to be borrowed (as a last resort) or we have to enter into a lease-purchase agreement. I will be glad to try to answer any questions you may have. Please advise as to how you want me to proceed.

Councilman Shelton made a motion, seconded by Councilman Davis, to award the software bid as recommended. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
MINUTES
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CONSIDER AWARDING BIDS FOR
DIGGER DERRICK UNIT, CAB/
CHASSIS, TRANSFORMERS &
LUMINAIRES – ELECTRIC
DEPARTMENT

CITY OF COOKEVILLE
BID TABULATION SCHEDULE
BID NOTICE # 03090302

DATE OF BID OPENING: 9/18/2003
BIDS OPENED BY: Glenn Greenwood
BIDS WITNESSED BY: Carl Alred, Lenny Whitfield, Brad Bass
DEPARTMENT: Electric

TIME: 2:30 PM CST

BIDDERS	QTY	Digger Derrick Unit						
		1						
O.G. Hughes		NB						
Telelect Southeast		\$87,704.00						
Altec		\$88,520.00						
Utility Equipment		NB						

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Telelect Southeast

BE AWARDED FOR THE FOLLOWING REASON: low bid meeting specs.

RECOMMENDED: DEPT. HEAD

APPROVAL: CITY MANAGER

CITY OF COOKEVILLE
BID TABULATION SCHEDULE
BID NOTICE # 03090301

DATE OF BID OPENING: 9/18/2003
BIDS OPENED BY: Glenn Greenwood
BIDS WITNESSED BY: Carl Alred, Ron Sawicki
DEPARTMENT: Electric

TIME: 2:00 PM CST

BIDDERS	QTY	6X4 Cab & Chassis 2004 Model						
		1						
Landmark International		\$ 58,047.62						
Mid Tenn. Ford		\$ 54,140.00						
Neely Coble Co.		\$ 51,951.00						

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Neely Coble Co.

BE AWARDED FOR THE FOLLOWING REASON: low bid meeting specs.

RECOMMENDED: DEPT. HEAD

APPROVAL: CITY MANAGER

COOKEVILLE CITY COUNCIL
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OCTOBER 2, 2003

CITY OF COOKEVILLE
BID TABULATION SCHEDULE

BID NOTICE # 03090201

DATE OF BID OPENING: 9/10/2003
BIDS OPENED BY: Glenn Greenwood
BIDS WITNESSED BY: Brian Bohannon
DEPARTMENT: Electric

TIME: 2:00 PM CST

BIDDERS	QTY	37.5 Kva Pad. Transformer	6 evaluated cost						
		\$982.00							
Wesco		\$ 5,892.00	\$ 1,740.87						
		\$856.00							
Deco		\$ 5,136.00	\$ 1,651.50						
		\$773.20							
Stuart Irby		\$ 4,639.20	\$ 1,545.94						
		\$891.00							
Power Supply		\$ 5,346.00	\$ 1,595.66						
		757							
Hughes		\$ 4,542.00	\$ 1,527.99						

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Hughes

BE AWARDED FOR THE FOLLOWING REASON: low evaluated bid meeting specs.

RECOMMENDED: DEPT. HEAD

APPROVAL: CITY MANAGER

CITY OF COOKEVILLE
BID TABULATION SCHEDULE

BID NOTICE # 03090202

DATE OF BID OPENING: 9/10/2003
BIDS OPENED BY: Glenn Greenwood
BIDS WITNESSED BY: Brian Bohannon
DEPARTMENT: Electric

TIME: 2:30 PM CST

BIDDERS	1000Watt Metal Halide Luminaire 48								
	QTY								
		\$291.12							
Wesco		\$ 13,973.76							
		\$297.28							
Hughes		\$ 14,268.48							
						</			

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Wesco

BE AWARDED FOR THE FOLLOWING REASON: low bid meeting specs

RECOMMENDED: DEPT. HEAD

APPROVAL: CITY MANAGER

Councilman Davis made a motion, seconded by Councilman Sallee, to award the Electric Department bids as recommended. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
OCTOBER 2, 2003**

**CONSIDER RESOLUTION #R03-10-22,
AUTHORIZING AN ADDITIONAL
APPROPRIATION TO THE
TENNESSEE REHABILITATION
CENTER**

Councilman Sallee read the resolution & stated that this is an emergency appropriation of \$4,815 to avoid losing State matching funds.

The Council sent a challenge to the Board to find fundraising means.

Councilman Sallee made a motion, seconded by Vice-Mayor Qualls, to adopt Resolution #R03-10-22. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

Mayor Womack recognized Ms. Megan Davis, new CityScape Director, and Ms. Marcia Borys, of Leadership Putnam.

HEARING OF CITIZENS AND/OR DELEGATIONS:

Mr. Steve Lusk, business owner on Interstate Drive, asked the Council for an interpretation of “grandfather clause” for the mobile home dealers on Interstate Drive. He stated that the customers cannot see his signs, or the children playing on his playground equipment displayed outside.

Mr. James Mills, City Planner, stated that the existing mobile home dealers are grandfathered from the new outdoor display setback requirements. He stated that he would study this safety issue & the setback requirements.

There being no further business to discuss, Councilman Shelton made a motion, seconded by Vice-Mayor Qualls, to adjourn the meeting at 6:29 p.m. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

Charles Womack, Mayor

ATTEST:

Cathy McClain, City Clerk

